

MONTGOMERY COUNTY
OFFICE OF HUMAN RESOURCES
Training & Organizational Development Team

BEFORE YOU SEND US YOUR TUITION ASSISTANCE APPLICATION, DID YOU ...

- ✓ Fill out the new and approved application form for FY 2007
- ✓ Remember that *course work must be taken during your off-duty hours.*
- ✓ Check the form for accuracy and completeness?
 - ☞ Did you include the correct class title/class number?
 - ☞ Is the cost accurate? Only tuition and mandatory fees are covered.
 - ☞ Have you filled in all the blocks? Incomplete information may delay processing of your request.
- ✓ Sign the form?
- ✓ Have your supervisor and your division chief or department's training coordinator sign the form? (This step is not necessary for the Police Bargaining Unit)
- ✓ Allow at least 2 weeks processing time after you send the application to the Training and Organizational Development Team in OHR. You also need to allow sufficient processing time in your department. The voucher letter we prepare for the educational institution is good for only 30 days.
- ✓ Include a copy of your grades or certificate of completion from the previous course paid for by OHR? (This applies only to previous participants. New applicants may disregard this step).
- ✓ Send two copies of your application to Office of Human Resources, EOB 7th floor? Photocopies are acceptable.
- ✓ Include proof of payment if applying for a reimbursement for courses taken during this fiscal year?
- ✓ **Familiarize** yourself with the program's guidelines and your responsibilities. Program guidelines are outlined in the OHR Topics.

☞ **Fire/Rescue Personnel**

The Maryland Higher Education Commission provides tuition assistance to firefighters, ambulance and rescue squad members who are working towards a degree or certificate in *either Fire Service Technology or Emergency Medical Technology*. For more detailed information or to obtain an application call (410) 260-4532.

For employees who pursue job related course work or degree/certificates other than *Fire Service Technology or Emergency Medical Technology* may seek tuition assistance through the County's Tuition Assistance program.

FOR MORE INFORMATION, Call (240) 777-5000 or go to the web site <http://www.montgomerycountymd.gov> Click on Government. Then Select HR Resource Library, Training and Tuition Assistance folder respectively to view the information.